



ACTIVITY

VERBATIM RESPONSES

Instructions:

Each group should select a recorder and a facilitator/spokesperson. The recorder is responsible for completing the information requested on the worksheet printed on blue paper and located in the center of the table. Be sure to complete the information in the box in the upper right corner of the blue activity sheet. This blue activity sheet will be collected at the conclusion of the session.

The facilitator/spokesperson should facilitate discussions and keep the group focused to complete the work in the allotted time. At the end of the session the facilitator/spokesperson from each table will be asked to report his/her group's information.

Please make sure the information recorded on the group's work activity reflects the *collective thought/decision or general agreement* of everyone at the table, not just the opinion of one or two individuals.

ACTIVITY

TASK #1: 21ST CENTURY LIBRARY NEEDS VS. WANTS

Tonight we heard a presentation covering features and programs of 21st Century libraries. Based on this information, identify each item as a Need OR a Want. Please select only one category for each item. For this exercise the word “Need” is defined as something that is essential in a 21st Century Library. A “Want” is something that provides additional value over and above what is essential. Raise your hand if you are unclear about any of the items listed below and someone will help.

Library Feature	Needs	TOTAL Needs	Wants	TOTAL Wants
	Table # that Selected the Feature		Table # that Selected the Feature	
Areas for Children to Play & Explore (Early Literacy Development)	1,2,3,5,6,7,9,10,12,14,17	11		
Automated Materials Handling (check-in)	1,2,6,7,12,17	6	3,5,10	3
Better Lighting	1,2,3,5,6,7,9,12,14,17	10	10	1
24/7 Collection Access	17	1	1,2,3,5,6,7,10	7
Display Space – for Cultural Displays	2,6,17	3	1,3,5,7,10,12	6
Drive-up Book Return	1,2,5,6,7,9,10,14,17	9	3,12	2
Electrical Outlet Access Throughout the Library	1,2,3,5,6,7,9,10,17	9		
Expanded Collection	1,2,6,7,9,10,12,14,17	9	3,5	2
Ground Level Building Access	1,2,3,5,6,7,9,10,12,14,17	11		
Improved Heating Vent & Air Conditioning	1,2,5,6,7,9,14,17	8	10	1
Lower Height Shelves in the Adult Services Area	1,5,7,9,10,14,17	7	2,3,6	3
Larger Meeting Rooms	1,2,3,5,6,9,10,14,17	9	7	1
More Meeting Rooms	1,2,3,5,9,10,14	7	6,7,12,14	4
More Computers	1,2,5,7,9,14	6	3,6,17	3
Increased Parking Spaces	1,2,3,6,7,9,10,14,17	9	5	1
Reliable WiFi Access	1,2,3,5,6,7,9,10,14,17	10		
Small Group Study Rooms	1,2,3,5,6,9,10,14,17	9	7,12	2
Variety of Seating Options	2,5,6,9,12,14,17	7	1,3,7,10	4
Vending Machines with Beverages/Snacks			1,2,3,5,6,7,9,10,14,17	10
Other (please indicate): No books on lower shelves	2	1		
Other (please specify): Media Space (maker's space, etc)	2,12	2		
Other (please specify): More accessible restrooms	3	1		

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Library Feature	Needs	TOTAL Needs	Wants	TOTAL Wants
	Table # that Selected the Feature		Table # that Selected the Feature	
Other (please specify): Alternate locations for drop-off & pick-up			3	1
Other (please specify): Changing configurations of space	5	1		
Other (please specify): Tech desk	5	1		
Other (please specify): Better AV Viewing			5	1
Other (please specify): Increased Public Relations of activities	5	1		
Other (please specify): USB accessibility	7	1		
Other (please specify): Unique architecture			9	1
Other (please specify): Charging stations	10	1		
Other (please specify): Reading furniture	10	1		
Other (please specify): Media lab/discussions			10	1
Other (please specify): Wider aisles			14	1
Other (please specify): Update décor	17	1		
Other (please specify): Larger lobby area			17	1
Other (please specify): Business center			17	1
Other (please specify): Security	17	1		

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TASK #2: PRIORITIZE NEEDS LIST

Now go back to your “Needs” list and prioritize everything on your list, using #1 as your top priority.

Priority Rankings – Table # that Selected Each Ranking										
Library Features	1	2	3	4	5	6	7	8	9	10
Areas for Children to Play & Explore (Early Literacy Development)	5,7	9		12,14,17	1	10	2,6	3		
Automated Materials Handling (check-in)					12	6		1		7
Better Lighting		6,17	2,12			9,14			3	
24/7 Collection Access										
Display Space – for Cultural Displays						2				
Drive-up Book Return			9,10	1	5,6,17		7	2		14
Electrical Outlet Access Throughout the Library				2,7	3,10	1		17		9
Expanded Collection	12			10		7				
Ground Level Building Access	1,2,3,6,9,10,17	7			14	5				
Improved Heating Vent & Air Conditioning		2	6,17	9			14		7	
Lower Height Shelves in the Adult Services Area						17	10	14		
Larger Meeting Rooms	1,14	3		5			9	6		
More Meeting Rooms		14	5	3				9	1	
More Computers		5	1,7							2
Increased Parking Spaces					7	3			17	1
Reliable WiFi Access		1		6	2		3	7	14	17
Small Group Study Rooms		10	3,14				1	5	9	6
Variety of Seating Options		12			9				2,5,6	

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Library Features	1	2	3	4	5	6	7	8	9	10
Vending Machines with Beverages/Snacks										
Other (please indicate): More accessible restrooms										3
Other (please specify): Tech Desk							5			
Other (please specify): Changing configurations of space										5
Other (please specify): Charging stations					10					
Other (please specify): Maker lab						12				

TASK #3: PRIORITIZE WANTS LIST

Now go back to your “Wants” list and prioritize everything on your list, using #1 as your top priority.

Priority Rankings – Table # that Selected Each Ranking										
Library Features	1	2	3	4	5	6	7	8	9	10
Areas for Children to Play & Explore (Early Literacy Development)										
Automated Materials Handling (check-in)	14	10	9							3
Better Lighting			10							
24/7 Collection Access		2,6	14	7,9	5				3	
Display Space – for Cultural Displays	1	9,12	5	14	10	7	3			
Drive-up Book Return	12			3						
Electrical Outlet Access Throughout the Library		14			12					
Expanded Collection	3									
Ground Level Building Access										
Improved Heating Vent & Air Conditioning	10									
Lower Height Shelves in the Adult Services Area	2,6		3							
Larger Meeting Rooms			7							
More Meeting Rooms	7			6,12						
More Computers		17			6	3,10				
Increased Parking Spaces	5									
Reliable WiFi Access										
Small Group Study Rooms		7	12							
Variety of Seating Options				10	3,7					

Library Features	1	2	3	4	5	6	7	8	9	10
Vending Machines with Beverages/Snacks			2,6,17	1,5	9,14		7	3		
Other (please indicate): Alternate locations for drop-off/pick-up		3								
Other (please specify): Better AV viewing		5								
Other (please specify): Unique architecture	9									
Other (please specify): Reading furniture				10						
Other (please specify): Larger lobby area				17						
Other (please specify): Business center	17									

TASK #4: STRATEGIC TOPIC AREAS — QUESTIONS/ISSUES/OPPORTUNITIES

There are two more strategic topic areas scheduled to be examined in the upcoming *FOCUS* workshop series. To make those sessions most relevant to you we invite you to share **questions, issues and opportunities** that should be addressed in each of these sessions.

Please use the space provided to tell us what we need to address in each of these workshop sessions. What are the strengths in each of the areas that the Library should build upon in the future? What are the weaknesses in each area that need to be addressed in planning for the future of the Crystal Lake Public Library?

STRATEGIC TOPIC AREAS -

CES-3: OUR FACILITY: DOES FORM FOLLOW FUNCTION?

TABLE #	QUESTIONS/ISSUES/OPPORTUNITIES TO BE ADDRESSED FOR LIBRARY IMPROVEMENT
# 1	This area is too loud. Have groups larger and move to other areas! So we could hear our discussions.
# 2	Possible to turn current library into 21 st century library?
# 2	What properties are currently owned by library?
# 2	How will all of these options and ideas for the new library be brought to the general public?
# 2	What should a 21 st century library be? Does the C.L. Library have a definition?
# 3	Use the space well. –don't overbuild -put all that is needed without excel frills
# 3	Community oriented + accessible
# 5	Accessibility
# 5	Storage needs
# 5	Flexibility of hours
# 6	Automatic doors (want) at least limited mobility entrance
# 6	See what library has to offer at entry
# 7	A plan to gain community support + financial support for a new Library. This plan should educate the community on the defects in the current Library and the potential features of a new Library.
# 9	What are the library trends in the future regarding the need of space for printed material vs digital?
# 9	Transition from a
# 10	Strengths: Location – happy to hear that it is staying “downtown”, Staff must be kept as a “focus,” don't create spaces or automation that takes them away from the public.
# 10	Weaknesses: Choppy, cramped function/flow in lobby and children's area
# 10	Question: Would a weeding-out process provide some shelf room?
#14	Strengths: large circulation, events & groups offered, meeting the needs of the community
# 14	Weaknesses: tax bill rate has not changed in many (30?) years, overall size, technology

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STRATEGIC TOPIC AREAS -

CES-4: WHAT ABOUT THE MONEY?

TABLE #	QUESTIONS/ISSUES/OPPORTUNITIES TO BE ADDRESSED FOR LIBRARY IMPROVEMENT
# 2	What other sources of revenue can be utilized before going to a referendum?
# 2	What are the range of project costs for the different options for the library?
# 2	What would be debt service be?
# 3	What is the predicted cost?
# 3	Where will money come from?
# 3	What will the effect be on our taxes?
# 5	How is it to be funded?
# 5	What if funding is not voted/provided?
# 5	Could funding base be expanded – e.g. Lakewood, outside of city limits, Bull Valley, unincorporated C.L.? How does this work with the network of libraries?
# 6	How will cost affect each taxpayer?
# 7	Consider corporate sponsors in addition to public financing.
# 10	What are the three tiers of options? Disney, Great America, County Fair
# 10	What would the individual cost to taxpayers be?
# 10	Can Joe H. provide some recommendations of what needs/wants could be met at an economical price?
# 12	Will a referendum be needed?

TASK #5: OTHER SUGGESTIONS (APPROXIMATELY 5 MINUTES)

What other suggestions would your group like to provide to the Facilitating Team as we move forward with this community engagement program? List the suggestions in the space provided.

OTHER SUGGESTIONS	
TABLE #	SUGGESTIONS
# 3	The library staff is very helpful; they are to be commended for all they do.
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